

Memorandum

All Commissioners

Date : March 1, 1971

Executive Officer

From : Commission on Peace Officer Standards and Training

Subject: COMMISSION MEETING: March 11 - 12, 1971
Riviera Hotel and Country Club (Date Grove Room)
1600 Indian Avenue
Palm Springs Phone: (714) 327-8311

AGENDA

1. Call to Order
 - a. Introduction of Guests
 - b. Approval of Minutes
2. Financial and Budget Report
3. Certification of Courses and Education and Training Report
 - a. Courses
 - b. Approval of T. P. M. I. (Traffic Program Management Institute)
 - c. Approval of C. P. R. L. T. P.
(Community-Police Relations Leadership Training Program)
4. Claims: Redondo Beach and Riverside County
5. Executive and Middle Management Certificates
6. Reimbursement Schedule
 - a. Need for Revision of Specification 11
 - b. Quarterly Reimbursement Authorization
7. Reports
 - a. Project S. T. A. R.
 - b. P. O. S. T. Advisory Committee
 - c. Administrative Counseling Status Report
 - d. P. O. S. T. Headquarters
 - e. ACR 55

8. Myren Report
9. Old/New Business
 - a. Reinstatement - City of Williams
10. Date and Place of Next Meeting
11. Adjourn

Gene S. Muehleisen
GENE S. MUEHLEISEN

State of California
Department of Justice

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

MINUTES

March 11 - 12, 1971
Palm Springs, California

The meeting was called to order at 9:30 a.m. by Acting Chairman Ben Clark.
A quorum was present.

Present:

BEN CLARK	-	Acting Chairman
R. A. HOUGHTON	-	Commissioner
DAN KELSAY	-	Commissioner
A. R. MC KENZIE	-	Commissioner
R. A. SEARES	-	Commissioner
E. R. STRATHMAN	-	Commissioner
L. C. WADDINGTON	-	Representative of the Attorney General

Also Present:

GENE S. MUEHLEISEN	-	Executive Officer
GEORGE H. PUDDY	-	Assistant Executive Officer
CARL R. BALL	-	Senior Consultant, Education & Training
KENNETH SHERRILL	-	Senior Consultant, Personnel Standards
GERALD TOWNSEND	-	Consultant
BROOKS WILSON	-	Consultant
IMOGENE KAUFFMAN	-	Recording Secretary

Staff Training:

Jennifer Petty	-	Supervisor, Records Unit
Karen Siebal	-	Supervisor, Certificates

Absent:

LYELL C. CASH	-	Chairman
JOHN FABBRI	-	Vice-Chairman
FRED J. MOREY	-	Commissioner

Visitors:

Lee S. Case	-	Chief of Police, Seal Beach Police Department
Merrill H. Duncan	-	Chief of Police, Orange Police Department, representing the California Chiefs' Assoc.
Donald I. Hauptman	-	Deputy Chief, Division of Investigation, Department of Consumer Affairs

Visitors (continued)

Larry Hoffart	-	Budget Analyst, Department of Justice
Vern Hoy	-	Commander, Personnel & Training, L.A.P.D.
Kenneth H. Huck	-	Chief of Police, Laguna Beach
		Vice-Chairman, Standards and Ethics
		Committee, C.P.O.A.
John E. Walker	-	District Supervisor, Division of Investigation,
		Department of Consumer Affairs
Shelby Worley	-	Sergeant, Riverside County Sheriff's Office
Jack Van Valkenburgh	-	Consultant, Arthur Young Company

APPROVAL OF MINUTES

MOTION by Commissioner Seares, seconded by Commissioner Kelsay, carried unanimously that the minutes of December 10 - 11, 1970 be approved as mailed.

FINANCIAL AND BUDGET REPORT

Mr. Puddy reported on the financial status of the Commission as of 1-31-71. Revenue for the first seven months of Fiscal Year 1970/71 totals \$4,686,000. Reimbursement claims and college program contracts for the same period total \$2,029,000. See Attachment "A", for complete Revenue and Expenditures Statement.

CERTIFICATION OF COURSES

The following courses were certified. A detailed resume covering each course description, hours, tuition and reimbursement plan is retained in the P.O.S.T. files.

MOTION by Commissioner Houghton, seconded by Commissioner Kelsay, carried unanimously that the course certification agenda be approved in toto as presented to the Commissioners.

Advanced Officer Course

Chaffey College
Gavilan College

Middle Management Seminar

La Verne College

This seminar was certified with the stipulation that an advisory committee be formed to obtain an adequate amount of law enforcement orientation.

Executive Development Seminar

Humboldt State College

Technical or Special CoursesTitle

Calif. Conference of Arson Investigators	"Arson & Fire Investigators Seminar"
Cal-State Los Angeles	Police Training Officers Course
Golden West College	Crime Scene Investigation
Los Angeles County Sheriff's Academy	Driver Training Program
Los Angeles Police Department	Advanced Latent Fingerprint School
Marin, College of	Community-Police Relations
Riverside City College	Disaster & Riot Training
Sacramento City College	Auto Theft Investigation
San Joaquin Delta College	Advanced Latent Fingerprint School

Continue Certification

Cal-State Los Angeles	Weaponless Defense & Baton Instructors' Institute	Increased from 49 to 80 hours
Napa College	Auto Theft Investigation	Increased from 36 to 72 hours

Reimbursement ChangeReimbursement Approved

Cal-State Los Angeles TV Instructors Inst.	Increased from 100 to 116 hours	Plan C \$1000/officer
San Diego State College Middle Management Course		\$400 once only

Decertification

These courses are no longer being presented and are being decertified by mutual request of the sponsoring agency and the staff.

Berkeley Police Academy	Supervisory Course
Compton Police Academy	Basic Academy

Decertification - continued

Golden West College

Project Transition
(Military Basic)

Monterey Peninsula College

Supervisory Course

Specialized Law Enforcement Course Certification

California Division of Forestry Basic Peace Officer Academy

Special Items

Mr. Ball reported that the catalogue of certified courses, "Certified Training Courses for California Peace Officers", is in the process of completion and will be available within the next few weeks. A procedure manual of guidelines for certification and adherence for departments and schools will be prepared in the near future. This will be compiled in loose-leaf form to facilitate updating.

CONTINUATION OF TRAFFIC PROGRAM MANAGEMENT INSTITUTE

MOTION by Commissioner Seares, seconded by Commissioner Houghton, carried unanimously for approval to obtain the grant request of \$100,000 available from the Office of Traffic Safety, Department of Business and Transportation for continuation of the Traffic Program Management Institute, and that when the grant expires at the end of 1971 the course be reconsidered as a technical course subject to normal P.O.S.T. reimbursement.

Mr. Waddington stated that there are some aspects of this course that might lend themselves to televised presentations. He suggested that perhaps the staff should consider one or more courses that are visually oriented where an instructor could develop a lecture with considerable visual impact and work with him to develop a program for a training aid that will be available even though the T.P.M.I. should expire.

CONTINUATION OF THE COMMUNITY-POLICE RELATIONS LEADERSHIP TRAINING PROGRAM

MOTION by Commissioner Seares, seconded by Commissioner Kelsay, motion carried (McKenzie - nay) that a renewal of the contract should be negotiated for one institute to be offered in the fall of 1971 at each of the three participating colleges; the expenditure involved to be approximately \$120,000 from the Aid to Local Government Budget. In December 1971 the Training Program will be totally evaluated.

Commissioner McKenzie questioned the inability of not being able to do an evaluation before a continuation of contracts and courses is attempted. Mr. Puddy explained that it is expected that a reasonable evaluation will be completed by the end of calendar year 1971. At that time it is hoped the Commission will certify those schools qualified to teach the Community-Police Relations Leadership Training Program on a continuing basis and finance the program under Plan B.

CLAIMS: REDONDO BEACH AND RIVERSIDE COUNTY

Reimbursement claims for training completed in Fiscal Year 1968-69 had been received from the city of Redondo Beach and Riverside County. These claims had not been submitted previously due to personnel problems.

MOTION by Commissioner McKenzie, seconded by Commissioner Seares, carried unanimously that the city of Redondo Beach claim of \$8,339 and the Riverside County claim of \$3,890 for training completed in F. Y. 1968-69 be honored.

EXECUTIVE and MIDDLE MANAGER CERTIFICATES

The Executive Officer stated that the matter of an Executive or Administrative Certificate had been officially pending with P.O.S.T. since September 1967 when the chiefs requested that P.O.S.T. assist them in the development of a certificate for this category. A Police Chiefs' Association proposal had been re-cycled by the Commission at the June 12, 1970 commission meeting because the requirements were not adequate.

The Commission's instructions to staff to continue to meet with the Chiefs' Committee and the Standards and Ethics Committee of the C.P.O.A. have been adhered to. Prior to the last meeting of the Chiefs' Association held in Fresno in conjunction with the C.P.O.A. meeting, the staff had drafted an additional certificate proposal designed to overcome previous problems. Most of the problems were overcome by proposing two certificates, a Middle Manager and Executive Certificate, rather than one "Administrative" Certificate. After some adjustments were effected, an agreement was reached and the proposal was presented to the Chiefs' Association. The C.C.P.A. voted to withhold action on whether they would issue their own certificate until the Commission considered the matter on March 11, 1971. A separate vote of C.C.P.A. reflected an almost unanimous opinion (2 nays) that P.O.S.T. issue the Certificates.

The two certificates, set forth as Attachment "B", were proposed by staff -- one for middle managers and assistant department heads as defined in the Regulations, and one for department heads (chiefs of police and sheriffs). Chief Merrill Duncan appeared on behalf of the Chiefs' Association and spoke in favor of the proposed certificates.

Chief Ken Huck, representing the C. P. O. A. Standards and Ethics Committee, reported that the Committee was not satisfied with the level of requirements (they wanted more than 60 college semester units), but wanted to go ahead with the certificates as presented with the recommendation that at the earliest possible date these requirements be upgraded, within a possible minimum of two years. A further consideration would be that the Executive Development Course be considered in addition to any college degree or units. Chief Huck further stated that it was the consensus of the C. P. O. A. Committee that the eventual goal would be the requirement of a bacca-laureate degree for the Executive Certificate.

MOTION by Commissioner Kelsay, seconded by Commissioner Strathman, carried unanimously that the Middle Manager and Executive Certificates, set forth as Attachment "B", be placed on the agenda of the next public hearing to be held in May 1971.

PROPOSED CHANGES IN REGULATION SECTION 1005 and
SPECIFICATION 11, REIMBURSEMENT SCHEDULE

Mr. Puddy reported that in spite of Commission plans to systematically reduce the Peace Officer Training Fund reserve over a period of years (the plan is in P.O.S.T. Budget Statement of F. Y. 1971-72), Legislative Analyst A. Alan Post has recommended to the Senate Finance Committee and Assembly Ways and Means Committee that legislation be introduced to "provide that any balance in the Peace Officer Training Fund exceeding one million dollars as of June 30 of each fiscal year be transferred to the General Fund." A Senate Finance Subcommittee has recommended against such legislation; however, the Assembly Ways and Means Subcommittee has recommended a "wait and see" policy depending upon any action taken on this matter at the March 11th Commission meeting.

After a lengthy discussion, it was concluded by the Commission that there is need of immediacy to reduce the amount of reserve in the Peace Officer Training Fund. A proposal was made aimed at a one-fiscal-year period only (1971-72) for expenditure of 100% reimbursement of salary and living costs for basic, supervisory, and advanced officer training.

MOTION by Commissioner Houghton, seconded by Commissioner Seares, carried unanimously that a proposal be placed on the agenda of the next public hearing that the percentage of salary and living cost reimbursement be increased from 50% to 100% for the Fiscal Year 1971-72 for basic, supervisory and advanced officer training, and that Specification 11, Reimbursement Schedule, be amended accordingly.

The proposed changes in Regulation Section 1005(e), Advanced Officer Course, and Specification 11, Reimbursement Schedule, are set forth as Attachment "C".

It was requested that Assemblyman Foran, Chairman, Ways and Means Budget Subcommittee, be notified of this intended increase in the level of training and reimbursements to qualifying cities and counties.

QUARTERLY REIMBURSEMENT AUTHORIZATION

MOTION by Commissioner Houghton, seconded by Commissioner Seares, carried unanimously that the Commission authorize reimbursement on a quarterly schedule beginning July 1, 1971. The first reimbursement for F. Y. 1971-72 to be due and payable on October 1, 1971.

REPORTS

Project S. T. A. R.

Mr. Puddy reported that the grant of \$280,000 from C. C. C. J. had been approved. A formal contract is being negotiated with the subcontractor, the American Justice Institute. The study is being started prior to the final completion of the arrangements with L. E. A. A. for the remainder of the first year's allocation of \$250,000. The \$15,000 from each of the participating states has been committed from Texas and Michigan; however, action is still pending with New Jersey. The Executive Officer requested that the Commission approve authorization for P. O. S. T. to provide the third \$15,000 from whatever source possible, including C. C. C. J., and that the staff be permitted to negotiate with another state if necessary.

Mr. Waddington suggested that a proposal be forwarded to New Jersey immediately stating that unless they fulfill the terms of the understanding within a reasonable and specific length of time, alternative funding will be sought.

MOTION by Commissioner Houghton, seconded by Commissioner McKenzie, carried unanimously that a letter be written immediately to the representative group of the State of New Jersey that a commitment of \$15,000 be received within 30 days. If, within that period, New Jersey fails to respond either favorably or unfavorably, P. O. S. T. will seek funding from other sources.

P.O.S.T. Advisory Committee

Mr. Puddy reported that the P.O.S.T. Advisory Committee now consists of the following members, including two new appointees, as authorized by the Chairman:

Committee Member:	Representing:
Charles Gain, Chief of Police, Oakland	Peace Officers' Association
*James Geary, Sheriff, Santa Clara County	Sheriffs' Association
Jay Stroh, Chief of Police, Inglewood	Police Chiefs' Association
Nathan Iannone, Fullerton College	Community Colleges
Robert Wilcox, San Diego State College	Four-Year Colleges
*Tom Farnsworth, Richmond	Police Training Officers' Assoc.
Ruben Almanzon, Los Angeles	Minority
Bert Ritchey, San Diego	Minority
W. Winn Silva, Sacramento	Board of Governors Community Colleges

*New Appointees

Mr. Puddy reported that the Advisory Committee has been meeting with regularity and has carefully followed the progress and development of the Community Police Relations Leadership Training Program, and that the staff believes they have done an outstanding job and are a credit to their respective organizations.

The Executive Officer stated that a recommendation for a student representative to the Advisory Committee had not been made as yet since a selection method had not been determined. Students, student body presidents and others on campuses had suggested that some of the universities and colleges on which there are P.O.S.T. programs allow the student body presidents from those campuses to recommend one or two names from their group. A representative to the Advisory Committee would then be appointed from these suggestions. The Commission had no objections to this method of appointment and instructed staff to proceed.

Administrative Counseling Status Report

The Executive Officer reported that in the two years and four months the Administrative Counseling Services have been available, 23 surveys have been completed and 18 surveys are in progress. The latter includes 14 small agencies in C.C.C.J. Regions VI and IX. There is a current backlog of 22 survey requests pending. The two largest agencies in which surveys are now in progress are Stockton and Sacramento.

The Executive Officer also stated that staff is in agreement with the legislative

analyst's workload estimate for a consultant was correct -- that of three complete surveys per year. In addition each consultant must participate in a career training program. The workload includes local assistance in implementation of survey recommendations. In this regard there is still a great need to return to departments to assist with the implementation even though most departments are reporting that they are moving ahead. The exact degree of implementation is not known due to lack of manpower for follow-up.

P.O.S.T. Headquarters

With the addition of six positions authorized by the C.C.C.J. grant for Administrative Counseling, and in anticipation of staff increases in July 1971, it was necessary to obtain additional office space. Suitable space for the operation of the entire Administrative Counseling Section was found in the IBM Building, 520 Capitol Mall. This is a temporary situation until a permanent central headquarters can be obtained. The possible need of a P.O.S.T. branch office in the Southern California area was discussed. It was suggested by the Commission that the Administrative Counseling Section conduct a planning analysis of this need.

In further discussion, it was agreed that it would be better to avoid any construction; however, if "ready-made" space is not obtained in the present building or at another suitable location, approximately 10,000 square feet of space at 33rd and C Streets, Sacramento, has been reserved. It is estimated that six to eight months would be required to refurbish this space. If formal blueprint plans are completed for the new headquarters space, copies will be submitted to the Commission. It is planned that occupancy would take place not later than December 1971.

ACR 55 -- An Analysis of the Selection and Training Requirements for Persons Authorized By Law To Exercise Peace Officer Powers in California

The Executive Officer reported that as a result of the action taken by a committee composed of Commissioners Cash, Clark and Fabbri, Jack Van Valkenburgh of Arthur Young Company was hired to conduct the survey required in Assembly Concurrent Resolution 55. Mr. Van Valkenburgh served as a staff researcher to the Commission. The total cost of this study is \$10,500.

The Executive Officer outlined briefly the contents of the report: The background; scope of study and project objectives; the complete description of the P.O.S.T. Certification Programs; description of the authority, duties, and training requirements of peace officers; the analysis and recommendations. The recommendations were reviewed by the Commission, and with the exception of a few minor changes in wording, the recommendations were approved. Assemblyman Paul Priolo, author of ACR 55, will immediately be provided with the approved report.

The Executive Officer commended Mr. Van Valkenburgh for a job well done, and stated that his exceptional devotion to duty insured that the report would bring credit to his firm and to the Commission.

THE MYREN REPORT

The Executive Officer reported that based upon the report by Dean Richard A. Myren entitled, "Education in Criminal Justice", a resolution on criminal justice programs was adopted by the California Coordinating Council for Higher Education on March 2, 1971. The staff was unable to testify at the hearing because it was held before official action could be taken by the Commission. Those recommendations contained in the resolution which pertained to the Board of Governors of the California Community Colleges were specifically considered by the P.O.S.T. staff, and the following recommendation was made:

"That the Commission object to recommendations 3 and 4 pertaining to the number of semester units devoted to major subjects within community college transfer programs and vocational technical programs leading to associate in arts and associate in science degrees."

Mr. Ball stated that this recommendation was in conformance with the recommendation of the Board of Governors of the California Community Colleges and the revised standardized curriculum proposed by the Police Educators Association of California.

MOTION by Commissioner Seares, seconded by Commissioner Houghton, carried unanimously that the Commission support the recommendations of the Myren Report with the exception of Board of Governors recommendations No. 3 and 4, and instructed the staff to develop a position which justifies and explains the necessity and desirability of a 27-unit major curriculum in associate degree programs.

OLD/NEW BUSINESS

Reinstatement - City of Williams

In February 1970 the Commission was of the opinion that when a jurisdiction was officially notified by P.O.S.T. that it is not complying with the P.O.S.T. Standards, the Certificate of Adherence should be picked up. The cities of Folsom and Williams were found to be in violation of the standards, and the Folsom certificate was picked up. The city of Williams requested reinstatement and a letter so stating was received from Mr. G. Moller, City Administrator. A list of the deficiencies that must be rectified was

presented to the city of Williams, and the Executive Officer reported that these items had been corrected with the exception of an education deficiency in the case of one officer.

MOTION by Commissioner Houghton, seconded by Commissioner McKenzie, carried unanimously that the city of Williams be reinstated in the P.O.S.T. program as of January 1, 1971, with the condition that the present education deficiency be corrected or the officer in question be released by July 1, 1971.

SAN DIEGO POLICE DEPARTMENT REQUEST

At the December 10-11, 1970, regular commission meeting, Captain Don Reiersen, San Diego Police Department, reported on a background investigation system concept being tried by the San Diego Police Department. He also stated that the department would shortly request that the Commission declare a moratorium on the enforcement of P.O.S.T. Specification 1 pending its investigation to determine the validity of methods now being required by this Specification.

The Executive Officer reported that the validity of these background procedures would require extensive study, and, at this time, the direction to proceed was questionable. A grant might be necessary to augment the staff personnel as this will be a very complicated study. Commissioner Houghton felt that a grant allowing an outside agency to do the study would be in order. Requests for grant proposals should be made -- possibly on a nation-wide basis as this is not limited to law enforcement alone. It was requested by Acting Chairman Clark that the P.O.S.T. regular chairman appoint a subcommittee to work toward the development of a referral for proposal for the study of background investigation systems.

"GRANDFATHER" CLAUSE - SPECIALIZED CERTIFICATION PROGRAM

The Executive Officer reported that at the time of the adoption of the Specialized Certification Program, because of the many problems arising from "grandfathering", the Commission decided not to have a seniority clause in this program. The logic being that since the inception of the certification program, greater opportunities for training have been available and the need for grandfathering in new programs was not as great as with the regular Police Certification Program.

However, there remains a problem of supervisors having men below them who are qualified for the Advanced Certificate and yet the supervisors themselves can't qualify because of upgraded requirements.

The staff recommendation was to stand with the previous decision of not providing a seniority clause for the Specialized Certification Program.

Mr. Donald Hauptman and Mr. John Walker, Division of Investigation, Department of Consumer Affairs, stated that it was the feeling of their department that, in the interest of fair play as well as making this program succeed, it was advisable to open the grandfather provision for the Advanced Certificate for supervisory personnel only. Inasmuch as the supervisory personnel would still be required to meet some criteria, even under the grandfather clause provision, the certificate would still be meaningful. Mr. Hauptman also maintained that it is customary and an established precedent to have a grandfather provision in almost every regulatory program when it is initiated.

MOTION by Commissioner Kelsay, seconded by Commissioner Seares, carried unanimously that a seniority clause for award of the P.O.S.T. Advanced Specialized Certificate be placed on the agenda for the next public hearing in May 1971. The clause shall contain the same requirements of the Commission's previous seniority clause for Advanced Certificates.

The following provisions were agreed upon:

Until December 31, 1971, the Commission may accept applications for and may award the P.O.S.T. Specialized Advanced Certificate to peace officers in the Specialized Program who meet the following requirements.

In lieu of the requirements of Specialized Specification S-12, paragraph E, the following combinations of education and training points and years of law enforcement experience shall be accepted until December 31, 1971:

Education and Training Points	10	30
and	&	&
Years of Law Enforcement Experience	20	15

The last five years of experience in either of the above combinations shall have been in a supervisory position at a level no less than that defined in Section S-101 (f) of the Specialized Law Enforcement Certification Program Regulations.

CALVIN WILLIAMS SUIT

The Executive Officer reported on the class action suit in which Professor Kaplan of Stanford University has asked the Federal Ninth Circuit Court of Appeals to review the constitutionality of Penal Code Section 13521 as it

applies to bail.

In a State case, Hensley and DeLaRosa v. Peace Officers Training Fund, the Santa Clara Superior Court found the section constitutional and sustained the Attorney General's demurrer.

The Executive Officer further stated that Deputy Attorney General Gloria DeHart has suggested that perhaps Section 13521 P.C. should be amended to permit any judge to waive the penalty assessment as it relates to bail in criminal cases.

It was the suggestion of Mr. Waddington that Mrs. DeHart be requested to send to the Commission a summary of what some of the alternatives are and how she views the trend of the law so the Commission would have a better idea on procedures.

SOLANO COUNTY NARCOTICS SQUAD

The Executive Officer reported that Commissioner Fabbri asked that the Commission be advised that Solano County has instituted a five-man regional narcotics squad. It is made up of officers who resigned from their former police agencies and have formed a squad under a special board composed of chiefs of police and the sheriff of Solano County. They operate on a regional basis to assist all local governments in narcotics problems. San Mateo County is also considering this arrangement. C.C.C.J. is encouraging that this be done in certain areas. This may present a continuing problem with local governments in the training of these people and their qualifying for training reimbursement. The sheriff of Solano County has designated the investigators as peace officers by appointing them deputy sheriffs.

It was requested by the Commission that someone on the P.O.S.T. staff be directed to investigate this and report back to the Commission on the situation and the ramifications.

DATE AND PLACE OF NEXT MEETING

It was requested by the Commission that the date of the next meeting be set tentatively for May 12 following the public hearing. If arrangements can be made, the hearing will be held in conjunction with the C.P.O.A. annual conference in San Francisco.

ADJOURNMENT

The formal commission meeting was adjourned at approximately 5 p.m., and the Chairman announced that the non-structured meeting would convene on the following day, March 12, at 9:30 a.m.

Respectfully Submitted,


GENE S. MUEHLEISEN
Executive Officer

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

714 P Street, Room 1508
Sacramento, California 95814

February 1, 1971

REVENUE

Balance P.O.T.F. 6-30-70	\$7,905,544	
Revenue in Fiscal Year 1970-71 to 1-31-71	<u>4,686,093</u>	
Total		\$12,591,637

EXPENDITURES

Less 70-71 Entire Fiscal Year Administrative Expenditures and Encumbrances	480,250	
Late Claims Received and Paid 1969-70 F.Y.	158,759	
Claims Received in Fiscal Year 1970-71 to 1-31-71	1,593,921	
Community-Police Relations Program Contracts with Colleges and Agencies (estimated)	<u>435,000</u>	
Total		<u>\$2,667,930</u>
Available Total Cash Resources as of 1-31-71		<u>\$9,923,707</u>

PROPOSED NEW CERTIFICATE

G. THE MIDDLE MANAGEMENT CERTIFICATE

In addition to the requirements set forth in Section A, General Provisions, the following are required for the award of the Middle Management Certificate:

1. Shall possess or be eligible to possess the Advanced Certificate.
2. Shall have been awarded a baccalaureate degree or an associate degree or no less than 60 college semester units at an accredited college as defined in Section 1001 (n) of the Regulations.
3. Shall have completed satisfactorily the Middle Management Course or its equivalent as provided in Section 1008 of the Regulations.
4. Shall have served satisfactorily for no less than two years as an assistant department head as defined in Section 1001 (d) or as a middle manager as defined in Section 1001 (e) of the Regulations. The required experience shall have been acquired within the past five years from date of application.
5. The Middle Management Certificate shall include the applicant's name, official title and name of his jurisdiction. When a holder of a Middle Management Certificate transfers as an assistant department head or middle manager to another jurisdiction and upon the completion of two years of satisfactory service in a new department, a new certificate may be issued displaying the name of the new jurisdiction.

PROPOSED NEW CERTIFICATE

H. THE EXECUTIVE CERTIFICATE

In addition to the requirements set forth in Section A, General Provisions, the following are required for the award of the Executive Certificate:

1. Shall possess or be eligible to possess the Advanced Certificate.
2. Shall have been awarded a baccalaureate or associate degree or higher, or no less than 60 college semester units at an accredited college as defined in Section 1001 (n) of the Regulations.

For a period of one year beginning July 1, 1971, experience as a department head may be substituted for this requirement at a rate of one year of experience as a department head shall equal 10 college semester units.

3. Shall have completed satisfactorily the Executive Development Course or its equivalent as provided in Section 1008 of the Regulations.
4. Shall have served satisfactorily for no less than two years as a department head as defined in Section 1001 (c) of the Regulations. The required experience shall have been acquired within the past five years from date of application.
5. The Executive Certificate shall include the applicant's name, official title and name of his jurisdiction. When a holder of an Executive Certificate transfers as a department head to another jurisdiction and upon the completion of two years of satisfactory service in a new department, a new certificate may be issued displaying the name of the new jurisdiction.

PROPOSED AMENDMENT OF SECTION 1005(e), REGULATIONS

1005. Minimum Standards for Training

Add

(e) Advanced Officer Course

- (1) The Advanced Officer Course shall be optional until July 1, 1971, at which time each and every officer shall satisfactorily complete an approved Advanced Officer Course of 20 or more hours at least once every four years after completion of the Basic Course. The requirements for the Advanced Officer Course are set forth in Specification 7, "The Advanced Officer Course."

The above requirement may be met by satisfactory completion of any P.O.S.T. certified course of 20 or more hours.

- (2) Advanced Officer Course reimbursement may be claimed in each fiscal year for no more than an average of 40 hours per officer, not to exceed 25% of the sworn officer personnel employed by a department employing four officers or more on July 1 of the preceding fiscal year. In cases where the course taken averages less than 40 hours per officer, a proportionate increase in the percentage of personnel may be added to the eligible total, e.g., 20 hours per officer for 50% of total personnel.

Reimbursement for the Advanced Officer Course is provided as set forth in Specification 11, Reimbursement Schedule."

Former (e)

(f) Executive Development Courses

Executive Development Courses are designed for department heads and assistant department heads and are optional. The requirements are set forth in Specification 6, "Executive Development Courses."

PROPOSED SPECIFICATION 11

July 1, 1971

Subject: REIMBURSEMENT SCHEDULE

This specification supplements Sections 1005 and 1015 of the Regulations.

A. BASIC, SUPERVISORY, and ADVANCED OFFICER COURSES

Amend

Until July 1, 1972, reimbursement shall be granted for cost of ~~50%~~ 100% of salary, lodging and meals for the following courses:

Basic Course
Supervisory Course
Advanced Officer Course

1. Salary:

- a. Reimbursement for satisfactory completion of any of the above certified courses shall ~~not exceed 50%~~ be 100% of the trainee's salary at straight hourly working time for the total maximum hours for which reimbursement is allowed.
- b. Salary is that pay rate actually received by the trainee on the starting date of the course.

2. Lodging and Meals:

Reimbursement for lodging and meals shall ~~not exceed 50%~~ be 100% of the costs of said lodging and meals incurred by a trainee which are necessitated by training requiring that he be away from his residence overnight and are subject to the following restrictions:

- a. Where lodging and meals are provided at the school, the allowed costs shall be based upon ~~50%~~ 100% of the charge of lodging and meals made by the school.
- ~~b. -- The claim shall not exceed 50% of the maximum legal living cost allowance permitted by the jurisdiction submitting the claim.~~
- b. Where no lodging and meals are provided as in paragraph a. above, the maximum reimbursement for lodging and meals shall be based upon 50% 100% of the actual costs but no more than the current rate for lodging and meals granted state employees under the regulations of the California State Board of Control.

Delete

Amend

(former c.)

Proposed Specification 11 (continued)

3. Salary Reimbursement:

Reimbursement for salary shall be based upon the following hours of training:

- a. Basic Course: Minimum hours required for certification = 200; maximum hours for reimbursement = 400, in 2-hour increments in excess of 200.
- b. Supervisory Course: Minimum hours required for certification = 80; maximum hours for reimbursement = 100, in 2-hour increments in excess of 80.
- c. Advanced officer Course: Minimum hours required for certification = 20; maximum hours annually for reimbursement = 40 hours per officer, not to exceed 25% of the sworn officer personnel employed by a department employing four officers or more on July 1 of the preceding fiscal year. In cases where the course taken averages less than 40 hours per officer, a proportionate increase in the percentage of personnel may be added to the eligible total, e. g., 20 hours per officer for 50% of total personnel.

Amend

Memorandum

To : All Section Heads

Date : January 14, 1971

Executive Officer

From : Commission on Peace Officer Standards and Training

Subject: Commission Meeting
March 10, 11 and 12
Palm Springs

The next commission meeting will be held at Palm Springs on March 11 and 12. Persons attending the meeting will be expected to arrive on the evening or late afternoon of March 10 to insure that they will be available for a 9 a. m. meeting on the 11th. A formal commission meeting will be held on the 11th, and the informal or "non-structured" meeting will begin following the close of regular business on the 11th or, at the latest, beginning the morning of March 12.

All section heads are expected to be in attendance.


GENE S. MUEHLEISEN

State of California
Department of Justice

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

Narrative of Unstructured Commission Meeting, March 12, 1971, Palm Springs

Because of an expressed desire to freely discuss areas of concern and review in the P.O.S.T. program, an unstructured commission meeting, chaired by Commissioner Houghton, was convened on March 12, 1971 at 9:30 a.m. Of particular interest were the goals and objectives of the P.O.S.T. program and an evaluation of current P.O.S.T. programs.

Discussion Topics Suggested

1. On what basis are suggested Basic Course alterations made?
2. Is the Basic Course content keeping pace with the rapidly changing on-the-street problems of the police?
3. Need for a well-thought-out management development program to relate the formal education pattern that has been developed within training programs of local agencies. This might include administrative transfer training for early identification of potential leadership and a means devised for the education, training and advancement of selected employees.
4. What is the extent of the Commission's standards and training inspection program?
 - a. How can the Commission be sure that the standards are being enforced?
 - b. What methods and techniques are being used?

TRAINING DISCUSSION

Project S.T.A.R. may produce the capability of identifying many problems confronting the Commission, i. e., course content and required hours for classes, but results from Project S.T.A.R. are still far in the future. A big concern with all training is the methods being used. (Clark)

Consider the obsolescence of the lecture method, whereas television "speaks" to everyone; talents of the most capable people in the field can be utilized at all times; there can be a consistent review of the materials and the instructors; every policeman can be kept current with all legal decisions and happenings at

all times; and it is very economical. It will also provide local departments with visual and supplementary audio materials which allow them to teach their own people. (Waddington)

Information resulting from a review of curriculum and any input from the S.T.A.R. Project must be considered in terms of training by television. The C.C.C.J. has commissioned the Education and Training Task Force to provide a plan for a video network. The Attorney General's Office plans to request air time within the next 30 days to cover all metropolitan areas with a criminal justice network. One consideration is for a high frequency microwave transmission throughout the State. Through T.V., it will be attempted to provide at-home training, and provide centralized police station training to the extent that this can be worked out throughout California. (Waddington)

Since 1953, considerable rhetoric has dealt with the "lecture method of teaching" - it was outmoded in 1953, but we still use it. Following the S.T.A.R. study, a decision-making committee made up of law enforcement and other disciplines will have to continue to evaluate the role of the policeman. This will be a critical factor in training needs. (Executive Officer)

A statewide training research capability to continuously service the whole State should be established. Project S.T.A.R. should accommodate some of this research. (Executive Officer)

Methods should be established to implement new training techniques, subject matter and methods. Groups of people (such as P.E.A.C. and C.A.P.T.O.) will be needed to sell these techniques and methods. (Executive Officer)

It has been suggested there is a profound lack of material for adequately instructing extremely complicated subjects such as "Search and Seizure". There simply is no textbook to cover this. If texts could be supplied with answers to questions, law enforcement would be assured of at least a uniform course from which to proceed and would know exactly what material to use. (Waddington)

Middle management and executive development courses need immediate attention. These courses are not doing much toward developing good managers. (Seares)

The bulk of the backlog of courses to be certified was disposed of on March 11. With the decertification of the inactive courses, attention can now be focused on decertification of poor quality courses. During the moratorium, it is planned to study needs geographically, numerically, and by subject matter. (Ball)

There is a request for funding pending from Decision Systems, Inc., in San Diego, to C.C.C.J. and the National Foundation in which it proposes to determine the types of decisions middle managers and their superiors have to make

and how to train them to make these decisions. This would be a valuable aid in determining needs for management development. P.O.S.T. will watch further development of this study. (Executive Officer)

Training Recommendations

1. Each Commissioner should make visits to the classes being presented within his area. This would serve many purposes; i. e., allow each Commissioner to satisfy his interest in and demonstrate his support for the education and training of law enforcement personnel; provide him a first-hand knowledge of the courses' presentation and aid in dispelling rumors or hearsay of course problems; give the Commissioner an opportunity to discuss with training officers what they are doing with relation to direction by the Commission. (McKenzie)
2. The best thing the Commission has done is to declare the moratorium. The next thing that should be done is to go back and look at what the Commission is doing in the field of training and recruitment. Three people (present staff) in the field is not sufficient. (Kelsay)
3. Concentrate on efforts to improve the quality of the courses already certified -- and not certify any more. Pruning of some certified courses should also be done. (Seares)
4. Request for information on the possibility of a grant to examine the whole area of management development courses, i. e., are they well coordinated, is there parallel design in structuring and course content, are they equivalent to one another in caliber of instruction. (Houghton)
5. Staff is to keep contact with whatever movement is made in the field of research in management development and make reports to the Commission -- and push such studies. (Houghton)

TRAINING AND PERSONNEL STANDARDS INSPECTIONS

Course inspection is a function which should receive greater attention from the Commission, particularly on two levels: A review of the recruitment and selection procedures; continued review of the quality of the courses presented in the schools, and recognition of the Myren Report suggestion for the elimination of the practitioner from doing so much of the teaching. (Clark)

There is no thorough system of inspection in the P.O.S.T. program. There are some scanty methods that are applied to recruitment and selection as well as courses of instruction. Because of lack of personnel, there is no regularly scheduled inspection method. In the latter, coordinators and advisory committees are relied upon heavily, but with few exceptions there is no strong control. (Executive Officer)

The responsibility of inspecting standards is definitely that of the Commission -- to set the standards both for recruitment and training and to see that these standards are met. The Commission should have people in the field at all times making inspections of the recruitment and training process. (Kelsay)

This problem was the same in all instructional courses. The method of inspection should be expanded to 100%, both as to certification of curriculum standards being met and methods of classroom presentation which is mandated by certification. To accomplish this, a selling job will be necessary. The statistical figures that P.O.S.T. reimbursed \$5,000,000 last fiscal year for training means local law enforcement agencies in the State of California spent in excess of \$10,000,000. Estimating 1/3 of that as a waste because of lack of inspections, local government put out approximately \$3,000,000 and received nothing for it. From a dollar and cents standpoint, this is what can be used to sell inspection control. (Clark)

Inspection Recommendations

1. Staff prepare an evaluation of the problem with recommendations of what can be done. This report should also include a summary of time spent by staff in inspections versus time spent in other activities. (Houghton)
2. Commission members should take a firm stand to make a recommendation that the staff be supplemented in some way to develop course standards (use of existing funds or through C.C.C.J.). Develop inspection standards, inspect the instructors, the audio visual operations of the courses being taught, and get staff reports and recommendations as to what they find. The staff should make recommendations as to a new approach to limiting courses or limiting the number of schools. Staff should report what has been done through inspection and make recommendations of what can be done with future inspection. (Clark)
3. It was felt this meeting indicated the need to upgrade and strengthen the inspection function to assure the Commission of the kind and multiplicity of courses approved. The ways that this possibly can be done are through C.C.C.J. and the hiring of special consultants by contract. (Houghton)

EVALUATION PROCESS

The standards used for evaluating courses which are to be recommended for approval by the Commission were stated to be:

Are the quarters adequate.

Do the instructors have an adequate educational and teaching background.

Is the course outline adequate.

Does the course fulfill the training need. (Ball)

Evaluation Recommendations

1. If these are the only standards by which courses are evaluated, then the standards must be given additional consideration and expanded. (Houghton)
2. An added responsibility of the Commission is evaluating the effectiveness of courses being certified and taught. (Seares)
3. Periodic evaluation of any course being taught is essential. (Waddington)

PERSONNEL

The salary problem has now become a crisis. The whole quality of the P.O.S.T. program is at stake because of the salary compaction. The quality of consultants needed can not be retained at the present salary levels. Very strong backing is needed from the Commission to see what can be done to get salary raises. (Executive Officer)

It is suggested that a strategy be planned for next year. For example, the Commission should demonstrate to legislators such as Priolo that an effort to try to raise the level of police training is being made in areas of their interest such as firearms use, etc., and point out that in the absence of adequate people to construct and review this kind of a course, P.O.S.T. was unable to assist. This might win a lot of people in the Legislature to our cause. (Waddington)

The staff should ascertain just how it could utilize the kinds of expertise that could be hired on a contract basis. What is the feasibility of some type of expertise that could be hired on a contract basis. What is the feasibility of some type of contractual arrangement with available qualified personnel; the actual costs involved, and what services they could give to meet what has been indicated should be done. (Seares)

Personnel Recommendations

1. With some additional staff, the priorities should be reassessed. By contracting special consultants, the acquisition of expertise could be accomplished to accommodate the indicated needs. The use of special consultants on a contract basis should be expanded. (Strathman)
2. Priorities of staff assignments should be examined and the re-allocation of personnel assignments considered, i.e., the consultants assigned to the administrative counseling service. (Houghton)

REIMBURSEMENTS

Trainee release time problems, especially in smaller departments, are being concentrated on and will be reviewed after the year of 100% reimbursement has been given a trial. (Executive Officer)

100% reimbursement of trainees' living expenses would aid smaller departments more than release time coverage. (Kelsay)

Administrative Recommendations

1. Future meetings should be two days in length to include a second day period to meet informally to identify and discuss staff-related problem areas.
2. An oral report from the Executive Officer is requested at a future meeting as to his evaluation of the staff, their work assignments and priority needs, how he determines their assignments and due dates, and a progress report on any difficulties involved so that the Commission will know more of what the staff is doing. (Houghton)
3. A structured, written report from the Executive Officer would be necessary only upon request to direct areas of discussion. Exception was made regarding the latter point by Mr. Waddington.
4. A one-shot, over-all evaluation project proposal could be presented to C. C. C. J. for an evaluation of P. O. S. T. (Waddington)

Meeting Adjourned at 12:15 p.m.